

## **BSB40520**

### **Certificate IV in Leadership and Management**

#### ► **Qualified**

Master the minimum operational National Standards for competencies



#### ► **Compliant**

Know your individual and employer obligations and liabilities



#### ► **Safe**

Trained staff are safer operators, more efficient and cost effective.



### **Applied for Business**

#### **Informed Training**

Consultation means training that is delivered to meet your company's unique requirements. ATS can deliver a mix of face-to-face, online, blended and practical applications to fit in with how your business works.

Assessing your specific needs, we can arrange training suitable to your operations. Through collaboration, we can also create bespoke training with our in-house writers and developers.

### **Applied for Work**

#### **Industry Expertise**

Ensuring that your team is skilled in applying leadership and management principles is crucial for compliance and operational success. Our trainers are seasoned professionals with up-to-date experience in the leadership and management sectors, providing training that directly correlates with current industry demands.

### **Applied for Skills**

#### **Real Results**

Training incorporates leadership and management principles, aligning with industry standards and best practices. We focus on outcomes that are both realistic and measurable, ensuring that the training has a tangible impact. ATS continuously defines objectives and monitors the effectiveness of the training to ensure that the desired results are achieved.

## **Get in touch**

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### **Applied Approach**

#### **Program Features**

- Blended learning, assessment activities in the workplace, supported by relevant stakeholders
- A delivery model based on project/event management principles to keep student progression on track.
- Multiple exit and entry points to support a flexible format of delivery for student and employer.

#### **Student Benefits**

- Learning milestones are clear, flexible, and highly organised to support the student experience
- Assessment deliverables are built throughout the program to support confidence and commitment levels of each candidate.
- Students, employers and relevant stakeholders are provided with an annual calendar to organise attendance and workplace support for each program activity.

### **About the Qualification**

This qualification reflects the role of individuals working as developing and emerging leaders and managers in a range of enterprise and industry contexts.

As well as assuming responsibility for their own performance, individuals at this level are likely to provide leadership, guidance and support to others. They may also have some responsibility for organising and monitoring the output of teams.

They apply solutions to a defined range of predictable and unpredictable problems, and analyse and evaluate information from a variety of sources.

# BSB40520

## Certificate IV in Leadership and Management

### Program Details

#### Qualification Structure

To achieve this qualification, competence must be demonstrated in 12 units of competency consisting of:

- ▶ 5 core units plus
- ▶ 4 units from Elective Group A
- ▶ 3 units from Elective Group B

CORE UNITS	
BSBLDR411	Demonstrate leadership in the workplace
BSBLDR413	Lead effective workplace relationship
BSBOPS402	Coordinate business operational plans
BSBXC401	Apply communication strategies in the workplace
BSBXTW401	Lead and facilitate a team
ELECTIVE GROUP A	
BSBFIN401	Report on financial activity
BSBLDR414	Lead team effectiveness
BSBST401	Promote innovation in team environments
BSBST502	Facilitate continuous improvement
ELECTIVE GROUP B	
BSBOPS405	Organise business meetings
BSBPEF502	Develop and use emotional intelligence
BSBWRT411	Write complex documents

#### Mode of Delivery

- ▶ Blended Learning with assessment activities conducted in the workplace

#### Delivery Methods

- ▶ Self-Directed Activities
- ▶ Workplace Support
- ▶ Online Instructor Led
- ▶ Classroom-based
- ▶ Learning and Assessment Support
- ▶ Workplace Application
- ▶ Assessment of Knowledge
- ▶ Assessment of Performance in the Workplace

#### Volume of Learning

- ▶ 48 weeks, 432hours, 36 hours per unit

#### Program Fees

\$6,270.00 per student

#### Collaborative Delivery

##### ATS Delivery Personnel

- ▶ TAE40116/TAE40122 Certificate IV in Training and Assessment
- ▶ Industry currency and ongoing professional development
- ▶ Industry Content Experts providing specialist delivery or adding value to a program activity

##### Client Program Delivery Personnel

- ▶ Program Sponsor/Enterprise Coordinator, Workplace Coach, Team Leader, and/or Manager
- ▶ Committed to workplace support and workplace application activities
- ▶ Workplace experience and/or qualifications in the unit context

#### Program Learning Materials

- ▶ Comprehensive Online and Hard Copy course material with modules for each topic.
- ▶ Interactive activities, quizzes, and real-life scenarios to reinforce learning.
- ▶ Industry related handouts summarising key points for quick reference.

#### Program Evaluation

ATS refer to the Kirkpatrick Model when evaluating its programs.

It consist of four levels of evaluation: Reaction, Learning, Behaviour, Result. Each successive level of the model represents a more precise measure of the effectiveness of the training program

#### Nationally Recognised

Nationally Recognised Training means the course is a program of study leading to accredited vocational qualifications and credentials that are recognised across Australia.

